

# **7<sup>th</sup> ARMY NCO ACADEMY POLICY LETTERS**

1. Commandant's Open Door Policy
2. Reenlistment Incentive Program
3. Equal Opportunity
4. Prevention of Sexual Harassment
5. Student/Cadre Relationships
6. Student Privileges

**DEPARTMENT OF THE ARMY  
HEADQUARTERS, SEVENTH ARMY NONCOMMISSIONED OFFICER ACADEMY  
UNIT 28125  
APO AE 09114**

AETT-NCOA-CO

10 May 2006

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Commandant's Open Door Policy (**Policy Letter #1**)

1. The Noncommissioned Officers assigned to this Academy have a wealth of experience and are well qualified to assist with any concerns that may arise. I strongly encourage all personnel to utilize their Chain of Command and NCO Support Channel for all matters. However, if you require my personal assistance, I am available and willing to provide it.
2. If you wish to see me, please make an appointment by calling DSN 475-8451. My "Open Door" hours are 1700-1800, Monday through Friday. If you feel that your particular situation is an emergency you may contact me at any time. After normal duty hours or on weekends may be arranged by contacting the Staff Duty NCO 475-8453.
3. POC is the undersigned at DSN 475-8451.

**"LEADERS TRAINING LEADERS"**

ERIK R. R. FREY  
CSM, USA  
Commandant

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MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Reenlistment Incentive Program (**Policy Letter #2**)

1. The future of our Army rests upon the retention of high quality Soldiers and Noncommissioned Officers. All 7<sup>th</sup> Army NCOA personnel will receive the following benefits subsequent to their reenlistment:
  - a. Will receive a special four-day pass from the Commandant. Pass request for specific dates will be forwarded through the NCO Support Channel to the Commandant.
  - b. Will be exempt from SDNCO duty for 60 days.
2. I urge each of you to consider the positive aspects of a career in the Army and the numerous reenlistment options that may be available to you. The Chain of Command and NCO Support Channel fully supports our deserving soldiers' desires to pursue a career in the military.
3. POC is the undersigned at DSN 475-8451.

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MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Equal Opportunity (**Policy Letter #3**)

1. As Commandant of the 7<sup>th</sup> Army NCO Academy, I want to personally state my commitment to the Army's Equal Opportunity Program. I am fully committed to ensuring that every activity and function within this command promotes a positive on and off duty environment that is free of discrimination. I want to guarantee soldiers, their leaders, and their family members, a command climate that treats everyone on the basis of capability and merit without regard to race, color, religion, nationality, or gender.

2. Soldiers and their family members will be given full opportunity to develop professionally and personally, free from prejudice and discrimination. I want to ensure that we have a command climate that encourages every soldier to freely identify and report injustices and discrimination of any form, without the threat of intimidation or reprisal. I expect Soldiers and their leaders to take swift and positive steps to eradicate biased behaviors and discriminatory practices. Discrimination and sexual harassment will not be tolerated.

3. For further information, Soldiers may call or visit their Equal Opportunity Advisor or Equal Opportunity Leader at 475-7098.

4. POC is the undersigned at DSN 475-8451.

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MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Prevention of Sexual Harassment (**Policy Letter #4**)

1. I am committed to creating and maintaining an environment conducive to maximum productivity and respect for human dignity. My policy and the Army's policy demands reaffirmation of a commitment to a work and duty environment free of sexual harassment for all soldiers, civilians, and their family members. Sexual harassment is defined in law and regulation as follows:

a. Sexual harassment is a form of gender discrimination that involves a perception of unwelcome sexual advances, request for sexual favors, and other verbal or physical conduct of a sexual nature when:

(1) Submission to or rejection of such conduct by a person is made whether explicitly or implicitly to a term or condition of a person's job, pay, career, or

(2) Submission to or rejection of such conduct by a person is made as a basis for career or employment decisions affecting that person, or

(3) Such conduct interferes with an individual's performance or creates an intimidating, hostile, or offensive environment.

b. Any person in a supervisory or command position who practices or condones implicit or explicit sexual behavior to control, influence, or affect the career, pay, or job of a military member or civilian employee is engaging in sexual harassment.

2. I expect every leader to take responsibility to examine allegations of sexual harassment and take necessary action to ensure that these matters are addressed swiftly, fairly, and effectively. We will take both preventive and appropriate corrective action to combat this unacceptable behavior. Report violations of this policy through the chain of command, or directly to me. I will not tolerate sexual harassment within this command.

3. Each Company area has an EO Amnesty box, which can be used by both students and cadre to anonymously voice concerns regarding EO/discrimination issues or any form of sexual harassment. Point of contact for the complaint is recommended, however, not necessary. Anyone making a complaint will be protected from acts or threats of reprisal. Unit amnesty boxes will be checked weekly only by me or the Deputy.

4. POC is the undersigned at DSN 475-8451.

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MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Student/Cadre Relationships (**Policy Letter #5**)

1. Reference: AR 600-20, Army Command Policy.
2. PURPOSE. The purpose of this policy is to emphasize the importance of establishing a professional relationship between Permanent Party personnel, students and civilians.
3. APPLICABILITY. This policy applies to all cadre, students, and civilians assigned to the 7<sup>th</sup> Army NCO Academy.
4. Instructors are required to present an impeccable image as moral, professional, and uncompromising role models. Social relationships and involvement with students, subordinates, or soldiers of lesser rank within the Academy is prohibited.
5. Soldiers attending this Academy as students must feel safe from harassment of all types. Making suggestive or offensive comments to any soldier is prohibited. Any soldier observing or receiving harassment must immediately report the situation to the chain of command. This report will go directly to the Commandant.
6. The following is prohibited: dating between cadre and students, arranged dates for after graduation, and using first names by either cadre or student, making suggestive comments or use of profanity by students or cadre. Physical and/or verbal abuse, sexual harassment, or racial comments will be treated as a serious incident report and will be reported immediately to the Chain of Command. Cadre and students must conduct themselves in a professional manner at all times.
7. POC is the undersigned at DSN 475-8451.

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MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Student Privileges (**Policy Letter #6**)

1. PURPOSE. The purpose of this policy is to clarify Academy Policy on Student Privileges during their attendance at WLC.
2. APPLICABILITY. This policy letter is applicable to all students during their attendance at WLC.
3. GENERAL. All personnel, both cadre and students, are expected to adhere to and enforce this policy. Any student in violation of any part of this policy will be considered for disciplinary release.
4. SPECIFIC.
  - a. Students are restricted to Company Areas. The Company area is defined as the company billets and classroom buildings, as well as designated smoking areas and specific training areas. Company 1SGs will establish definitive company areas and brief the entire student population by 1700 hrs on Day #1.
  - b. Students will not consume alcoholic beverages of any kind while attending WLC.
  - c. Students will not drive or ride in a POV while attending WLC without permission from the 1SG.
  - d. Curfew: At 2200 hours, all students will be **in their respective billets** and in their own beds, lights out.
  - e. Visitors are defined as other students, family members, sponsor, NCO support channel and chain of command. Students are not allowed to have visitors in the barracks. Visitors are encouraged to visit with a student during meal times and church services. All visitations will be coordinated at least 24 hours in advance through their 1SGs.
  - f. Cell Phones: Cell Phones will only be used during personal time 2000-2200. Cell phones will be secured in the Soldiers wall locker when not in use. Exceptions to this policy will be approved by the 1SG.
  - g. While in a student status, Soldiers are not authorized to leave the WLC compound without permission from the Commandant.

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SUBJECT: Student Privileges **(Policy Letter #6)**

h. All Soldiers will be assigned a "battle buddy" on Day 1 and at no time, while in a student status, will a Soldier be authorized to move in the WLC compound or training areas without their "battle buddy".

i. In an effort to promote good health and combat readiness it is imperative that all Soldiers maintain a healthy lifestyle. In support of the Army's tobacco cessation program tobacco use will be restricted to personal time only (2000-2200). I encourage Soldiers to take advantage of this limited use policy and eliminate tobacco use completely.

5. POC is the undersigned at DSN 475-8451.

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